

**BY ORDER OF THE COMMANDER  
482D FIGHTER WING INSTRUCTION**

**482D FIGHTER WING INSTRUCTION  
36-2805**



**31 OCTOBER 2012**

***Personnel***

***OUTSTANDING COMPANY GRADE  
OFFICER (CGO), SENIOR  
NONCOMMISSIONED OFFICER (SNCO),  
NONCOMMISSIONED OFFICER (NCO),  
AND AIRMAN (AMN) OF THE  
QUARTER/YEAR AND FIRST SERGEANT  
OF THE YEAR AWARDS PROGRAMS***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 482 FW/CCC

Certified by: 482 FW/CV  
(Col David E. Davis)

Supersedes: 482FWI36-2805, 4 August 2010

Pages: 25

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*, and establishes procedures and defines responsibilities of agencies involved in the Company Grade Officer (CGO), Senior Noncommissioned Officer (SNCO), Noncommissioned Officer (NCO), Airman (AMN) of the Quarter/Year and First Sergeant of the Year Awards Program. It applies to all units assigned to the 482d Fighter Wing (482 FW), Homestead Air Reserve Base (HARB). Refer recommended changes to and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force 847 (AF Form), *Recommendation for Change of Publication*; route AF Form 847 from field through the appropriate functional's chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/rims.cfm>. This instruction requires maintaining information subject to the Privacy Act of 1974, authorized by Title 10 U.S.C., Section 857. System of Records Notice F900 AFMO A, *Awards and Decorations*, and AFI 33-323, *Air Force Privacy Program* applies.

***SUMMARY OF CHANGES***

This document is substantially revised and must be completely reviewed. This instruction combines changes and further defines the nomination packages and composition of board members

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**1. General.** An effective recognition program should provide a means for identifying and recognizing outstanding members who through their distinctive performance and outstanding achievements have made a significant contribution to the overall success of the Air Force Reserve Command. The intent of this program is to select and recognize outstanding Company Grade Officers (CGOs), Senior Noncommissioned Officers (SNCOs), Noncommissioned Officers (NCOs) and Airmen (Amn) who present high standards of conduct, performance and military image. Squadron commanders and supervisors will ensure that their personnel are screened for eligibility each quarter for submission as a squadron nominee. This is a Wing Commander program.

**2. Responsibilities.**

2.1. The 482 FW Commander (482 FW/CC) is responsible for ensuring overall compliance with the objectives of this instruction and approves all award winners.

2.2. Command Chief.

2.2.1. The 482 FW Command Chief Master Sergeant (482 FW/CCC) is the Office of Primary Responsibility (OPR) and assumes overall responsibility for managing this program.

2.2.2. Provides quarterly/annual award schedule and suspense to all assigned/attached units.

2.2.3. Coordinates board date and time.

2.2.4. Coordinates board representation for quarter/wing-level annual boards.

**3. 482d Fighter Wing Public Affairs (482 FW/PA).**

3.1. Publicizes the program.

3.1.1. Obtains plaque and favorable communication for presentation to the member during military commander's calls or Military Affairs Committee (MAC) quarterly awards luncheon.

3.1.2. Notifies the MAC of selectees.

3.1.3. Contacts the award winner's commander and supervisor to ensure attendance during the MAC luncheon.

3.1.4. Coordinates official photograph with award winners.

3.1.5. Maintains a photographic display of 482 FW award winners in the lobby of the 482 FW Headquarters Building.

**4. 482d Force Support Squadron (482 FSS).**

4.1. Collects, tracks, and maintains nomination packages, ensuring completeness and accuracy.

4.1.1. Returns incorrectly formatted packages to unit in a timely manner.

4.1.2. Serves as Program Manager for quarterly/annual boards.

4.1.3. Obtains wing plaques engraved with recipient's rank, name, name of award, and inclusive dates.

4.1.4. Provides appropriate sponsor with names of winners.

4.1.5. Prepares award board minutes for wing commander's signature.

4.2. Supervisor.

4.2.1. Nominates one deserving Airman for the appropriate category of award and forwards the nomination to the Squadron Commander for consideration via electronic AF Form 1768, *Staff Summary Sheet (e-SSS)*.

4.2.2. Squadron Commanders.

4.2.3. Ensures one deserving Airman is submitted each quarter for each category.

4.2.4. Nominates first sergeant for consideration as the First Sergeant of the Year.

4.2.5. Review/edit nomination packages as necessary according to the guidance provided in this instruction.

4.3. Group Commanders.

4.3.1. Ensures one deserving Airman from each squadron 2.6.4. Signs (wet ink) AF Form 1206, *Nomination for Award*, in the RANK/NAME OF UNIT COMMANDER block.

4.3.2. Routes nomination packages to Group Commander or appointed designee for further coordination from their respective group is submitted for each category for quarterly/annual award.

4.3.3. Establishes a point of contact to deliver nomination packages to the 482 FW/CCC or appointed designee by the suspense.

4.3.4. Review/edit nomination packages as necessary according to the guidance provided in this instruction.

4.3.5. Submits names to 482 FW/CCC for quarterly/annual board representation

4.3.6. Convenes board at group-level prior to annual wing board – annual process only.

4.3.7. Submits nominees to 482 FW/CCC or appointed designee to compete for quarterly/annual awards at the wing level by the suspense.

4.3.8. Serves as quarterly board president.

**5. Eligibility.**

5.1. Enlisted personnel in the grades of E-1 through E-8 and company grade officers assigned/attached to the 482 FW are eligible for quarterly/annual award recognition. Nominations should include specific facts, achievements and examples of why an individual is exceptional. Nominees will compete in the following categories:

5.1.1. Amn – (E-1 thru E-4).

5.1.2. NCO – (E-5 thru E-6).

5.1.3. SNCO – (E-7 thru E-8).

5.1.4. CGO – (O-1 thru O-3).

5.1.5. First Sergeant of the Year (FSOY) – (E-7 and/or E-8) possessing the 8F000 Air Force Specialty Code (AFSC) having served as First Sergeant for at least six months of the award period. **Note:** This is an annual award only.

5.2. Chief Master Sergeants (E-9s) are **NOT** eligible to participate in the quarterly/annual award program.

5.2.1. Nominees will **NOT** be eligible if any of the following conditions apply:

5.2.2. Planning to separate prior to the end of the calendar year.

5.2.3. Pending reassignment prior to the end of the calendar year.

5.2.4. Have applied for or accepted any program leading to a commission either during the award period or the one year period following induction as a Twelve Outstanding Airman of the Year (12OAY). **Note:** This applies to enlisted nominees only.

5.2.5. Pending other administrative actions which may lead to elimination from the Air Force Reserves (AFR).

5.2.6. Does not meet the guidelines outlined in the 482 FW Statement of Assurance (SOA).

5.2.7. Quarterly Awards. Nominees are eligible to compete in the category in which they held the grade for the longest period of time; i.e. if a member was a SrA for 85 days of the quarter and a SSgt for 5 days of the quarter; the member would compete in the Airman category. When such cases occur, please include a note of explanation in the nomination package.

5.3. Annual Awards. Each group will convene a board prior to the wing's annual board and submit one package per category to compete at the wing level for annual award recognition. For this purpose, the groups will be recognized as:

5.3.1. 482d Fighter Wing (482 FW).

5.3.2. 482d Operations Group, (482 OG).

5.3.3. 482d Maintenance Group, (482 MXG).

5.3.4. 482d Mission Support Group, (482 MSG).

5.3.5. 414th Fighter Group, (414 FG).

5.3.6. 482d Medical Squadron, (482 MDS).

## 6. Nomination Procedures.

6.1. Quarterly. Quarterly nominees will **NOT** be required to appear before the wing board.

6.1.1. Quarterly Award recognition will be managed on a calendar year basis with the year divided into the following quarters:

6.1.1.1. First Quarter (Q1): January-March.

6.1.1.2. Second Quarter (Q2): April-June.

6.1.1.3. Third Quarter (Q3): July-September.

6.1.1.4. Fourth Quarter (Q4): October-December.

6.1.2. Each unit assigned or attached to the 482 FW will be permitted to submit one nominee each quarter for each category to compete at wing level. Nominees are ineligible for multiple quarter submissions if they were selected as a previous quarterly award winner in the same calendar year. Non-selected nominees are eligible for multiple quarter submissions within the same calendar year provided their accomplishments fall within the respective award period. (See [Attachment 2](#))

6.1.3. Nomination packages will be submitted using the most current version of the AF Form 1206. The nomination narrative will be in bullet format, front-side only limited to **15** lines including headers - **LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY, SIGNIFICANT SELF-IMPROVEMENT, and BASE AND/OR COMMUNITY INVOLVEMENT**. Packages that exceed the maximum number of lines will be returned to the unit for correction. Each heading will be assigned a maximum point value. **(0-10, 0-5, and 0-5 respectively)**.

6.1.4. The nomination package will cover accomplishments that fall within the award period. Any information included in a nomination package that is outside of the award period will render the package ineligible. Unit commanders must sign (wet ink) the AF Form 1206 in the RANK/NAME OF UNIT COMMANDER block to the right of their name.

6.1.5. Nomination package should include:

6.1.5.1. AF Form 1206.

6.1.5.2. 482 FW Statement of Assurance, Dated 24 Sep 09.

6.1.5.3. Fitness Assessment via the Air Force Fitness Management System (AFFMS) on AF Portal.

6.1.5.4. Data Verification Brief via 482d Force Support Squadron/Military Personnel Flight (482 FSS/MPF) on AF Portal.

6.1.6. Nomination packages that are missing required documents, incorrectly formatted or not signed by the commander will be returned to the unit for correction.

6.1.7. Nomination packages will not be accepted after the suspense.

6.2. Annual: Annual nominees will **NOT** be required to appear before the wing board.

6.2.1. Each group will submit one nominee per category to compete at the wing board for annual recognition

6.2.2. Nominations will be submitted using the most current version of the AF Form 1206, *Nomination for Award*. The nomination narrative will be in bullet format, front-side only limited to **30** lines including headers - **LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY, SIGNIFICANT SELF-IMPROVEMENT, and BASE AND/OR COMMUNITY INVOLVEMENT**. Packages that exceed the maximum number of lines will be returned to the unit for correction. Each heading will be assigned a maximum point value. (See [Attachment 3 and 12](#))

6.2.3. Refer to section 4.1.4 – 4.1.7.

6.2.4. Screen all nominees to ensure they meet the “Whole Life/Whole Career” concept.

6.2.5. Do not submit nominees who have previously been selected as AF 12 OAY winners.

## 7. Board Composition.

7.1. Quarterly board president will be selected from the following:

7.1.1. 482 OG/CC.

7.1.2. 482 MXG/CC.

7.1.3. 482 MSG/CC.

7.1.4. 414 FG/CC.

7.1.5. Any O-6 assigned/attached to the 482 FW. **Note:** The board president will only serve once per calendar year.

7.2. The 482d Fighter Wing Vice-Commander (482 FW/CV) will be the annual board president.

7.3. Quarterly and annual boards will be comprised of the following members from each group:

7.3.1. (1) TSgt/MSgt from each group to score the Amn category.

7.3.2. (1) MSgt/SMSgt from each group to score the NCO category.

7.3.3. (1) CMSgt/CGO from each group to score the SNCO category.

7.3.4. (1) Field Grade Officer/ Lieutenant Colonel (FGO/Lt Col) from each group to score the CGO and First Sergeant of the Year category.

7.4. Duties:

7.4.1. Board President: The board president should be familiar with 482 FWI 36-2805, *Outstanding Company Grade Officer (CGO), Senior Noncommissioned Officer (SNCO), Noncommissioned (NCO), and Airman (AMN) of The Quarter/Year and First Sergeant of The Year Awards Program*, and ensure strict adherence to the instruction. The board president will conduct and oversee board operations in its entirety. The board president will have access to **ALL** packages in each category and will only vote in the event of a tie. Upon board completion, the board president along with the program manager will validate scores and confirm winners.

7.4.2. Board Members: Board members will review and complete required areas of score sheet (See [Attachment 4](#) e-score sheet). Each board member will be assigned a specific category and will only have access to nomination packages in that category. Using the score sheets provided, each board member will score each package based on factual information contained in the AF Form 1206. Once scoring is complete, board members will digitally sign score sheet and forward to board president and program manager. Integrity is the cornerstone of a successful board. While feedback is highly encouraged, board members should refrain from sharing or discussing scores.

## 8. Awards and Honors.

8.1. Award the selectee with the following:

- 8.1.1. Certificate from the 482 FW/CC.
- 8.1.2. Memorandum of recognition from the 482 FW/CC.
- 8.1.3. Display names in the lobby of the 482 FW Headquarters.

DONALD R. LINDBERG, Colonel, USAFR  
Commander, 482d Fighter Wing



**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-323, *Air Force Privacy Program*, 16 May 2011

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 36-28, *Awards and Decorations Programs*, 1 August 1997

***Prescribed Forms***

482 FW Form 36-1, *Award Board Score Sheet*

***Adopted Forms***

AF Form 847, *Recommendations for Change of Publication*

AF Form 1206, *Nomination for Award*

AF Form 1768, *Staff Summary Sheet*

***Abbreviation and Acronyms***

**A1C**—Airman First Class

**AB**—Airman Basic

**AF**—Air Force

**AFFMS**—Air Force Fitness Management System

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFR**—Air Force Reserve

**AFSC**—Air Force Specialty Code

**AMN**—Airman

**CCC**—Command Chief Master Sergeant

**CGO**—Outstanding Company Grade Officer

**CMSgt**—Chief Master Sergeant

**CV**—Vice Commander

**e-SSS**—Electronic Staff Summary Sheet

**FG**—Fighter Group

**FGO**—Field Grade Officer

**FSS**—Force Support Squadron

**FW**—Fighter Wing

**HARB**—Homestead Air Reserve Base

**IAW**—In Accordance With  
**Lt Col**—Lieutenant Colonel  
**MAC**—Military Affairs Committee  
**MDS**—Medical Squadron  
**MPF**—Military Personnel Flight  
**MSG**—Mission Support Group  
**MSgt**— Master Sergeant  
**MXG**—Maintenance Group  
**NCO**—Noncommissioned Officer  
**OAY**—Outstanding Airman of the Year  
**OG**—Operations Group  
**OPR**—Office of Primary Responsibility  
**SMSgt**— Senior Master Sergeant  
**SNCO**—Senior Noncommissioned Officer  
**SOA**—Statement of Assurance  
**SrA**—Senior Airman  
**SSgt**—Staff Sergeant  
**TSgt**—Technical Sergeant  
**USAFR**—United States Air Force Reserve

## Attachment 2

## CALENDAR OF EVENTS

<b>AWARD PERIOD</b>	<b>NOMINATION SUSPENSE/TIME</b>	<b>BOARD DATE</b>
<b>1<sup>st</sup> Quarter</b>	Saturday April UTA/1600	Sunday April UTA/TBA
<b>2<sup>nd</sup> Quarter</b>	Saturday July UTA/1600	Sunday July UTA/TBA
<b>3<sup>rd</sup> Quarter</b>	Saturday Oct UTA/1600	Sunday Oct UTA/TBA
<b>4<sup>th</sup> Quarter</b>	Saturday Dec UTA/1600	Sunday Dec UTA/TBA

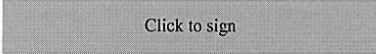
**Attachment 3**

**STAFF SUMMARY SHEET (E-SSS)**

STAFF SUMMARY SHEET							
	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1	Squadron CC	Sign	Click to sign	6			Click to sign
2	Group CCE	Coord	Click to sign	7			Click to sign
3	Group CC	Coord	Click to sign	8			Click to sign
4	482 FSS/FSMPD-C	Final	Click to sign	9			Click to sign
5			Click to sign	10			Click to sign
SURNAME OF ACTION OFFICER AND GRADE			SYMBOL	PHONE		TYPIST'S INITIALS	SUSPENSE DATE
Originator of Package							
SUBJECT							DATE
Last Name of Nominee / Category							
SUMMARY							
1. PURPOSE: Quarterly Award package for MSgt G. I. Joe IAW 482 FW/CCC requirements.							
2. RECOMMENDATION: Grp/CC coordinate in block X and forward to 482 FSS prior to XX XXX XX.							
//signed// JIM BEAM, Maj, USAFR Commander							
4 TABS							
1. AF Form 1206							
2. SOA							
3. Fitness Assessment (F2F) via AF Portal							
4. Records Review Rip (RRR) via MILPDS							

**Attachment 4**

**AWARDS BOARD SCORE SHEET**

AWARDS BOARD SCORE SHEET		
NOMINEE (Rank/First Name/Last Name) SSgt John L. Doe	CATEGORY NCO	PERIOD 3rd Quarter
UNIT 482 FSS	DAFSC 3S150	
LEADERSHIP AND PERFORMANCE IN PRIMARY DUTY	(0-10 points)	10
SIGNIFICANT SELF-IMPROVEMENT	(0-5 Points)	4
BASE AND/OR COMMUNITY INVOLVEMENT	(0-5 Points)	4
BOARD MEMBER (Rank/First Name/Last Name)	Total Score 18	UNIT & DUTY PHONE
SIGNATURE 	DATE 1 Oct 2012	
THE LEADERSHIP AND JOB PERFORMANCE CATEGORY WILL BE WEIGHTED BY A FACTOR OF TWO , USING THE FOLLOWING CRITERIA:		
CRITERIA	POINTS	
ABSOLUTELY SUPERIOR	5.0	
SLIGHTLY ABOVE AVERAGE	4.0	
AVERAGE	3.0	
SLIGHTLY BELOW AVERAGE	2.0	
WELL BELOW AVERAGE	1.0	
LOWEST IN POTENTIAL	.5	
THE SIGNIFICANT SELF-IMPROVEMENT CATEGORY WILL BE SCORED USING THE FOLLOWING CRITERIA:		
ABSOLUTELY SUPERIOR	5.0	
SLIGHTLY ABOVE AVERAGE	4.0	
AVERAGE	3.0	
SLIGHTLY BELOW AVERAGE	2.0	
WELL BELOW AVERAGE	1.0	
LOWEST IN POTENTIAL	0.5	
THE BASE AND/OR COMMUNITY UNINVOLVEMENT CATEGORY WILL BE SCORED USING THE FOLLOWING CRITERIA:		
ABSOLUTELY SUPERIOR	5	
SLIGHTLY ABOVE AVERAGE	4.0	
AVERAGE	3.0	
SLIGHTLY BELOW AVERAGE	2.0	
WELL BELOW	1.0	
LOWEST IN POTENTIAL	0.5	
COMMENTS		

## Attachment 5

## EXAMPLE AF FORM 1206, NOMINATION FOR AWARD AIRMAN (AMN) OF THE QUARTER

NOMINATION FOR AWARD		
AWARD	CATEGORY (If Applicable) AMN	AWARD PERIOD
RANK/NAME OF NOMINEE (First, Middle Initial, Last)	SSN (Enter Last 4 Only)	MAJCOM, FOA, OR DRU AFRC
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial)		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) <b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:</b> -Selected as 2009 908 AMXS Airman of the Year, 908 MXG Airman of the Year. 908AW Airman of the year -Phenomenal AMN performing at seasoned TSgt level; trained four cross-trained NCOs on aircraft inspections -Aggressively managed aircraft discrepancies; contributed to 908 AW FY09 80.34%MC rating; best in 20 yrs -Managed AMXS \$41K IT accounts; utilized business skills stramlining inventory/acocunting/distro procedures -Maintained AFRC electronic TO test computer; testing system to eliminate paper TOs from all command acft -Committed to quality maintenance; meticulously maintained 908th top acft; 421 hrs flown w/only two aborts -Harminized with MXS; worked ten days straight orchestrating fastest ISO fly-to fly in C-130 history. 11 days -Exhibited astute attention to detail passing 12 quality assurance evaluations w/zero defects; best rate in AMXS -Reorganized/inspected 2789 CTK/tool items prior to ORI recognized as "Phenomenal" by IG MX Team Chief -Qualified two 3 level technicians on core tasks in min time increasing AMXS AOR deployment capabilities -Assisted 357th ALS crew members during AMC ASEV inspections; 26 missions evaluated, 100% passing rate -Meticulously performed annual inspection on aircraft G filing 123 TO changes; three minor findings by QA -Quintessential Crew Chief! Contributed to 87.16% 90 day msn capable rating, crushing 22AF 75.8% average -Troubleshoot/replaced engine bleed air regulator restoring acft to msn ready; safety delivered 103 paratroopers -Single-handedly inspected/corrected 58 mobility folders prior to ORE/ORI; zero IG findings in-processing line -Assiduous effort assisting specialists in correcting aircraft discrepancies created a cohesive maintenance team -Expeditionously conducted Post Attack Recon sweep during ORI identifying/marketing UXO; lauded bY AMC IG -Spearheaded wing bolr replacement, four acft; increased 908th fleet mission capable status from 50% to100%  <b>SIGNIFICANT SELF IMPROVEMENT</b> -Full time college student; enrolled in AUM; completed 69 credits toward BS in Business Administration -Enrolled in CCAF working toward AAS Aircraft Maintenance Technology; awaiting TIG for ALS enrollement -Completed 289 CFETP task and five level CDC in sic months scoring 91on EOC; upgraded in minimum time -First MXG/CC approved seven level waiver for Sra; trusted to perform aircraft airworthiness mission insps  <b>BASE OR COMMUNITY INVOLVEMENT;</b> -Volunteered 43 hrs at Another Chance Equine Rescue; built barn, cleaned stalls, fed, cared for abused horses -Selflessly aided Salvation Army serving meals/cleaning up during holiday season at local homeless shelter -Future Business Leaders of America member; chaired two projects improving fellow students' business skills -Member of Annunciation of the Lord Catholic Church; led can drive donating 62lbs goods to families in need -Collected/delivered shredded paper to Montgomery Human Society assisting in care of care of abused animals		



## Attachment 6

EXAMPLE AF FORM 1206, NOMINATION FOR AWARD NONCOMMISSIONED  
OFFICER (NCO) OF THE QUARTER

NOMINATION FOR AWARD																				
AWARD NCO OF THE QUARTER	CATEGORY (If Applicable) NCO	AWARD PERIOD JAN-MAR 12																		
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SSgt John L. Doe	SSN (Enter Last 4 Only) 1234	MAJCOM, FOA, OR DRU AFRC																		
DAFSC/DUTY TITLE 3A0X1 MSG/INFORMATION MANAGEMENT	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 535-000/COMM 786-415-0000																			
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 482 MSG/CSA 29050 CORAL SEA BLVD HOMESTEAD AFB FL 33039																				
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Col Joe Smith / DSN 535-0000, COMM 786-415-0000																				
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)																				
<p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (10 pts)</b> Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or mission. Include results of Air Force, MAJCOM, Numbered Air Force level inspections and/or evaluations. Include any awards received.</p> <p><b>SIGNIFICANT SELF IMPROVEMENT (5 pts)</b> Show how the member developed or improved skills related to primary duties, e.g. formal training, CDC enrollment or completion, On-the-Job Training, certifications, off-duty education related to primary duties, and so forth. Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties e.g. class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.</p> <table border="0"> <tr> <td>i.e. Education/CCAF</td> <td>PME completion</td> </tr> <tr> <td>Skill-level Upgrade</td> <td>Degrees Awarded</td> </tr> <tr> <td>Achievements</td> <td></td> </tr> </table> <p><b>BASE OR COMMUNITY INVOLVEMENT (5 pts)</b> Define the scope and impact of the member's positive leadership and involvement both the military and civilian community. Include leadership, membership or participation in unit advisory councils, professional military organizations, associations, and events; President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association. Sunday school teacher, and so forth.</p> <table border="0"> <tr> <td>i.e. Volunteer Work</td> <td>Special Olympics</td> </tr> <tr> <td>Blood Drives</td> <td>Fund Raisers</td> </tr> <tr> <td>Habitat for Humanity</td> <td>Intramural Sports</td> </tr> <tr> <td>Highway clean-up</td> <td>Club Member</td> </tr> <tr> <td>Honor Guard member</td> <td>Sporting even</td> </tr> <tr> <td>Guest Speaker</td> <td></td> </tr> </table>			i.e. Education/CCAF	PME completion	Skill-level Upgrade	Degrees Awarded	Achievements		i.e. Volunteer Work	Special Olympics	Blood Drives	Fund Raisers	Habitat for Humanity	Intramural Sports	Highway clean-up	Club Member	Honor Guard member	Sporting even	Guest Speaker	
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NOTE: Quarter award nominations are limited to 15 lines (3 headers plus 12 lines of text), bullet format, front-side only																				
ABBREVIATIONS/ACRONYMS List all acronyms/abbreviations in alphabetical order at the bottom of the front page.																				

## Attachment 7

# **EXAMPLE AF FORM 1206, NOMINATION FOR AWARDS, COMPANY GRADE OFFICER (CGO) OF THE QUARTER**

NOMINATION FOR AWARD		
AWARD COMPANY GRADE OFFICER OF THE QUARTER		CATEGORY (If Applicable) CGO
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Capt John L. Doe		AWARD PERIOD JAN-MAR 12
DAFSC/DUTY TITLE 33S3/Communication		SSN (Enter Last 4 Only) 1234
		MAJCOM, FOA, OR DRU AFRC
NOMINEE'S TELEPHONE (DSN & Commercial) DSN 535-000/COMM 786-415-0000		
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 482 MSG/CSA 29050 CORAL SEA BLVD HOMESTEAD AFB FL 33039		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Col Joe Smith DSN 535-0000, COMM 786-415-0000		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (10 pts)</b> Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. This could include job knowledge and leadership qualities applied to a specific Air Force problem, combat situation, or development of new techniques, procedures, or processes which result in increased mission effectiveness.</p>		
<p><b>SIGNIFICANT SELF IMPROVEMENT (5 pts)</b> Show how the member developed or improved skills related to off-duty schooling, membership in professional or cultural societies or associations, development of creative abilities. Show how member has demonstrated their ability as an articulate and positive spokesperson for the Air Force.</p>		
<p><b>BASE OR COMMUNITY INVOLVEMENT (5 pts)</b> Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Participating in social, cultural, or religious activities in the military or civilian community which, tangibly or intangibly, contributes to community or group welfare, morale or status. Include Air Force or civilian awards, prizes, titles, certificates or appreciation, etc., obtained as recognition for personal services rendered or contributions made to military or civilian community life.</p>		
<p>NOTE: Quarter award nominations are limited to 15 lines (3 headers plus 12 lines of text), bullet format, front-side only</p>		
<p><b>ABBREVIATIONS/ACRONYMS</b> List all acronyms/abbreviations in alphabetical order at the bottom of the front page.</p>		

**Attachment 8**

**EXAMPLE AF FORM 1206, NOMINATION FOR AWARD, 12 OUTSTANDING  
AIRMAN OF THE YEAR**

NOMINATION FOR AWARD																				
AWARD 12 OUTSTANDING AIRMAN OF THE YEAR	CATEGORY (If Applicable) NCO	AWARD PERIOD 1 JAN-31 DEC 12																		
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SSgt John L. Doe	SSN (Enter Last 4 Only) 1234	MAJCOM, FOA, OR DRU AFRC																		
DAFSC/DUTY TITLE 3A0X1 MSG/INFORMATION MANAGEMENT	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 535-000/COMM 786-415-0000																			
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 482 MSG/CSA 29050 CORAL SEA BLVD HOMESTEAD AFB FL 33039																				
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Col Joe Smith / DSN 535-0000, COMM 786-415-0000																				
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)																				
<p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (10 pts)</b> Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or mission. Include results of Air Force, MAJCOM, Numbered Air Force level inspections and/or evaluations. Include any awards received.</p> <p><b>SIGNIFICANT SELF IMPROVEMENT (5 pts)</b> Show how the member developed or improved skills related to primary duties, e.g. formal training, CDC enrollment or completion, On-the-Job Training, certifications, off-duty education related to primary duties, and so forth. Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties e.g. class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.</p> <table border="0"> <tr> <td>i.e. Education/CCAF</td> <td>PME completion</td> </tr> <tr> <td>Skill-level Upgrade</td> <td>Degrees Awarded</td> </tr> <tr> <td>Achievements</td> <td></td> </tr> </table> <p><b>BASE OR COMMUNITY INVOLVEMENT (5 pts)</b> Define the scope and impact of the member's positive leadership and involvement both the military and civilian community. Include leadership, membership or participation in unit advisory councils, professional military organizations, associations, and events; President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association. Sunday school teacher, and so forth.</p> <table border="0"> <tr> <td>i.e. Volunteer Work</td> <td>Special Olympics</td> </tr> <tr> <td>Blood Drives</td> <td>Fund Raisers</td> </tr> <tr> <td>Habitat for Humanity</td> <td>Intramural Sports</td> </tr> <tr> <td>Highway clean-up</td> <td>Club Member</td> </tr> <tr> <td>Honor Guard member</td> <td>Sporting even</td> </tr> <tr> <td>Guest Speaker</td> <td></td> </tr> </table> <p>NOTE: Annual award nominations are limited to 30 lines (3 headers plus 27 lines of text), bullet format, front-side only</p> <p><b>ABBREVIATIONS/ACRONYMS</b> List all acronyms/abbreviations in alphabetical order at the bottom of the front page.</p>			i.e. Education/CCAF	PME completion	Skill-level Upgrade	Degrees Awarded	Achievements		i.e. Volunteer Work	Special Olympics	Blood Drives	Fund Raisers	Habitat for Humanity	Intramural Sports	Highway clean-up	Club Member	Honor Guard member	Sporting even	Guest Speaker	
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Honor Guard member	Sporting even																			
Guest Speaker																				

**Attachment 9**

**EXAMPLE AF FORM 1206, NOMINATION FOR AWARD AIRMAN (AMN)  
CATEGORY**

NOMINATION FOR AWARD		
AWARD	CATEGORY (If Applicable) AMN	AWARD PERIOD
RANK/NAME OF NOMINEE (First, Middle Initial, Last)	SSN (Enter Last 4 Only)	MAJCOM, FOA, OR DRU AFRC
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial)		
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:</b></p> <ul style="list-style-type: none"> <li>-Selected as 2009 908 AMXS Airman of the Year, 908 MXG Airman of the Year. 908AW Airman of the year</li> <li>-Phenomenal AMN performing at seasoned TSgt level; trained four cross-trained NCOs on aircraft inspections</li> <li>-Aggressively managed aircraft discrepancies; contributed to 908 AW FY09 80.34%MC rating; best in 20 yrs</li> <li>-Managed AMXS \$41K IT accounts; utilized business skills stramlining inventory/acocunting/distro procedures</li> <li>-Maintained AFRC electronic TO test computer; testing system to eliminate paper TOs from all command acft</li> <li>-Committed to quality maintenance; meticulously maintained 908th top acft; 421 hrs flown w/only two aborts</li> <li>-Harminized with MXS; worked ten days straight orchestrating fastest ISO fly-to fly in C-130 history. 11 days</li> <li>-Exhibited astute attention to detail passing 12 quality assurance evaluations w/zero defects; best rate in AMXS</li> <li>-Reorganized/inspected 2789 CTK/tool items prior to ORI recognized as "Phenomenal" by IG MX Team Chief</li> <li>-Qualified two 3 level technicians on core tasks in min time increasing AMXS AOR deployment capabilities</li> <li>-Assisted 357th ALS crew members during AMC ASEV inspections; 26 missions evaluated, 100% passing rate</li> <li>-Meticulously performed annual inspection on aircraft G filing 123 TO changes; three minor findings by QA</li> <li>-Quintessential Crew Chief! Contributed to 87.16% 90 day msn capable rating, crushing 22AF 75.8% average</li> <li>-Troubleshoot/replaced engine bleed air regulator restoring acft to msn ready; safety delivered 103 paratroopers</li> <li>-Single-handedly inspected/corrected 58 mobility folders prior to ORE/ORI; zero IG findings in-processing line</li> <li>-Assiduous effort assisting specialists in correcting aircraft discrepancies created a cohesive maintenance team</li> <li>-Expeditionously conducted Post Attack Recon sweep during ORI identifying/markng UXO; lauded bY AMC IG</li> <li>-Spearheaded wing bolr replacement, four acft; increased 908th fleet mission capable status from 50% to100%</li> </ul> <p><b>SIGNIFICANT SELF IMPROVEMENT</b></p> <ul style="list-style-type: none"> <li>-Full time college student; enrolled in AUM; completed 69 credits toward BS in Business Administration</li> <li>-Enrolled in CCAF working toward AAS Aircraft Maintenance Technology; awaiting TIG for ALS enrollement</li> <li>-Completed 289 CFETP task and five level CDC in sic months scoring 91on EOC; upgraded in minimum time</li> <li>-First MXG/CC approved seven level waiver for Sra; trusted to perform aircraft airworthiness mission insps</li> </ul> <p><b>BASE OR COMMUNITY INVOLVEMENT;</b></p> <ul style="list-style-type: none"> <li>-Volunteered 43 hrs at Another Chance Equine Rescue; built barn, cleaned stalls, fed, cared for abused horses</li> <li>-Selflessly aided Salvation Army serving meals/cleaning up during holiday season at local homeless shelter</li> <li>-Future Business Leaders of America member; chaired two projects improving fellow students' business skills</li> <li>-Member of Annunciation of the Lord Catholic Church; led can drive donating 62lbs goods to families in need</li> <li>-Collected/delivered shredded paper to Montgomery Human Society assisting in care of care of abused animals</li> </ul>		

## Attachment 10

## EXAMPLE AF FORM 1206, NOMINATION FOR AWARD, NONCOMMISSIONED OFFICER (NCO) CATEGORY

NOMINATION FOR AWARD		
AWARD	CATEGORY (If Applicable) NCO	AWARD PERIOD
RANK/NAME OF NOMINEE (First, Middle Initial, Last)	SSN (Enter Last 4 Only)	MAJCOM, FOA, OR DRU AFRC
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial)		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY</b></p> <ul style="list-style-type: none"> <li>-Superior! Expeditor at peak fuel ops; safe issue of 23M gals; response &lt;12min: 18min faster than AMC std</li> <li>-Complete NCO; conducted over 300 task evals; reviewed 435 accounting docs: key to joint UCI successes</li> <li>-Global reach; maintained assets worth &gt;\$58M during peak ops; &gt;2k sorties/30.8k tns cgo/&gt;9k pax to AOR</li> <li>-Safely serviced 97 acft w/1.7M gals of fuel; taught three Amn 42 core tasks--enabled plug/play for AEF</li> <li>-Managed issue of 66M gals JP-8/Jet-A; &gt;20% DoD's cgo/70% spt'd warfighters-- resulted in 6k acft serviced</li> <li>-Crafted install plan for two cryotainers; saved \$10k in rental cost; aided 436 fuels flt Outstanding UCI/LSEP</li> <li>-Developed Dover POL AFKN CoP; Increased information flow: saved 170+ man hrs- lauded by AMC/A4MY</li> <li>-Supported AMC's largest cryogenic op: enhanced c-5/c-17 flt safety/life spt--oversaw receipt/issue 67k gals</li> <li>-Flawless spt of "Operation MEGALIFT"; validated C-5M payload cap test...shattered 41 MDS world records!</li> <li>-Conducted daily inspection/op/mx of two type 111 hydrant sys \$38M: 98% hydrant utilization rate--#1 in AMC</li> <li>-Enforced PL-4 security; protected \$40M fuels infrastructure...zero infractions--security program "Outstanding"</li> <li>-Fostered Wg JP-8 to Jet-A conversion; coordinated w/RO on accounting procedures--\$54M potential savings</li> <li>-Go to NCO! Coord conversion plan; ID'd product markings...100% AFI complaint, 1st AD base to issue Jet-A</li> <li>-Briefed AMC CINC IEA team: lauded by MXG/CC...Winner AMC--117 wgs competed...1 of 2 AF finalists!</li> <li>-AF level impact; key contributor to Daedalian team visit--briefed flt pgms...wowed A4/R team--AMC finalist!</li> <li>-Excellence as fuels civilian and reservist key to 436 LRS Daedalian win at AMC and 512 LRF win at 22 AF!</li> </ul> <p><b>SIGNIFICANT SELF IMPROVEMENT;</b></p> <ul style="list-style-type: none"> <li>-Completed 48 credit hrs towards BS Degree in Business Mgt at Wilmington University--3.75 GPA/dean's list</li> <li>-Safety minded; masterfully completed Supervisory Safety CDC with a 98%; one of 26 AFRC mbrs to complete</li> <li>-Shining Star at NCOLDP, instructor recommended OTS; soared at NCOA in residence, selected as flt ldr</li> <li>-Completed CCAF--AA in Logistics Mgt &amp; 30 hrs of dist learning w/Defense Acquisitions Univ in logistics</li> <li>-Challenges military peers/promotes fitness; ran 108 miles in six wks; selected as mbr of elite Centurion Club</li> <li>-Awd winning performer! Fuels Flt Compliance awd 2X &amp; Sq/Gp/Wg CoQ for IQ '09...#1 on any score sheet!</li> </ul> <p><b>BASE OR COMMUNITY INVOLVEMENT;</b></p> <ul style="list-style-type: none"> <li>-Outreach member; 10hrs at AF village/hospital; Adopt-a-hwy vol--removed 900 lbs litter; enhanced comm</li> <li>-HRDC committee member; attended regional mtg at McGuire AFB, engaged in Airman's Wkend 2010 plans</li> <li>-Leader! One of five to complete Base to Base Ruck March; hiked 47 miles honoring American Vets; raised \$500 for USO; Key to successful Korean War Ver 6.5 mile Ruck Run; carried guideon and POW MIA flags</li> </ul>		

## Attachment 11

# **EXAMPLE AF FORM 1206, NOMINATION FOR AWARD, SENIOR NON-COMMISSIONED OFFICER (SNCO) CATEGORY**

NOMINATION FOR AWARD		
AWARD	CATEGORY (If Applicable) SNCO	AWARD PERIOD
RANK/NAME OF NOMINEE (First, Middle Initial, Last)	SSN (Enter Last 4 Only)	MAJCOM, FOA, OR DRU AFRC
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial)		
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:</b></p> <ul style="list-style-type: none"> <li>-AFRC Lt Gen Leo Marquez Maint Award recipient! #1 aircraft maintenance manager of 42 flying wings, 2009</li> <li>-908 AW, 2009 Lance P. Sijon Leadership Award recipient! Championed AFRC/908th "True North" initiative</li> <li>-Harmonized 86 technicians, 11 AFSCs in completing 11 day F-2 isochronal insp setting AF C-130 milestone</li> <li>-Provided stabilizing influence! Controlled \$6M in equip assets, two GPC accounts, \$100k managing budget</li> <li>-Meticulously administered Gov Travel Accts; 100% audit accountability; zero 60 day overdue; best in 22AF</li> <li>-Orchestrated \$7M C-130 Avionics Modernization Program; coordinated AF lvl MX support with Boeing reps</li> <li>-Fastidiously executed flight's EPR program; attained 100% on-time submissions, 40+ assigned best in 908AW</li> <li>-Displayed exceptional government resource stewardship; submitted 26 deficiency reports; recovered \$263,654</li> <li>-Professionally managed \$2M CA/CRL acct; 100% accountability on audits; vital to maintaining rare resources</li> <li>-Oversaw execution of \$24M in AF assets during upgrade of integrated acct sys-key to 908 AW msn capability</li> <li>-Aggressively led/mentored shop on MRM; completed 6,871 mishap free mx actions-key to 908 AW AFOUA</li> <li>-Selected by command; augmented AFRC.NAF MSEP teams increasing MAJCOM/aircraft/AFOSH compliance</li> <li>-Production Superintendent for ORI IR; Generated 16 ATOs, 100% departure reliability, zero safety violations</li> <li>-Hand picked by the MXG/CC as sole coordinator for implementation of MAJCOM mandated MICT program</li> <li>-Excelled managing four AFSCs; forged an 80.34% MC rating FY09; best stats in 20 yers for 908th Airlift Wing</li> </ul> <p><b>SIGNIFICANT SELF-IMPROVEMENT</b></p> <ul style="list-style-type: none"> <li>-Resident expert! Completed on line Air Force Equip Management course; mentored/trained peers/subordinates</li> <li>-Dedicated to Air Force/Sister Services! Completed Senior Enlisted Joint PME through the joint Staff College</li> <li>-Championed professional development; efforts led to 30% increase to in-residence PME enrollment</li> <li>-Master instructor! Professionally instructed/trained C-130H Aircrew on AN-APN 241 radar system operation</li> <li>-Embraced skills acquired from Strategic Leadership Writing Course! Knowledge passed to peers/subordinates</li> </ul> <p><b>BASE OR COMMUNITY INVOLVEMENT</b></p> <ul style="list-style-type: none"> <li>-Delivered leadership/mentorship to community/wing; awarded Military Outstanding Volunteer Service Medal</li> <li>-Team Captain/Mentor for NFL sponsored "All Pro Dads"; Conducted monthly life/parenting skills to 15 fathers</li> <li>-Annually chaperons High School Student Gov serving Thanksgiving dinner, Salvation Army Homeless Shelter</li> <li>-True "Ambassador in Blue"! Organized Montgomery Clean-Up group; 50+ at risk kids helped clean city areas</li> <li>-Spearheaded fundraiser/organized MXG Christmas dinner/holiday party for 150 encouraging unit esprit decor</li> <li>-President, Carver HS PTA--parent/teacher advocate for quality edu/nurturing environment for 500+ children</li> <li>-Championed wing recognition programs; chaired wing AMN/NCO quarterly boards selecting best candidates</li> </ul>		



**Attachment 12****GUIDANCE FOR PREPARING WINNING AF FORM 1206, NOMINATION FOR AWARD****ACTION/IMPACT/RESULTS (AIR)**

Action: What did you do?

Impact: What happened as a result?

Result: What were the consequences of your Action?

1<sup>st</sup> bullet of each section = strongest bullet; “hook” and “wow” reader; not a job description.

Single line bullets and absolute must.

Use strong action verbs; show action.

Numbers, numbers, numbers – how many/how big/what percentage/\$value.

Minimize “white space” – remove fluff – replace long words – purge dead words: a, and, the, that, use “&”, “/”, “M”, “K”, “+”.

Arrange bullets carefully – right category – group subjectively.

Check/re-check spelling – shorten words sparingly.

Avoid overuse of Acronyms – if it is difficult to read, it will be difficult to score.

Complete alphabetized acronym list – bottom of front page.

List significant additional duties.